

MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITIES BULLETIN

An Equal Opportunity Employer

VACANCY: Housekeeper I, II, or III
(Part-time position of 20 hours per week, benefits included)

POSTING DATE: May 2, 2006

APPLICATION DEADLINE: May 16, 2006

EXTENDED DEADLINE

FACILITATOR: Lt. Thomas L. Meyer (573) 751-1000
tom.meyer@mshp.dps.mo.gov

POSITION & VACANCY INFORMATION

A vacancy for the position of part-time Housekeeper I, II, III now exists with the Missouri State Highway Patrol, located at Troop F Headquarters, Jefferson City, Missouri. This position is currently classified as nonexempt under the Fair Labor Standards Act. The official domicile for this position is Jefferson City, Missouri.

NOTE: This is a benefit eligible position that works 20 hours per week

Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above. Applications may also be obtained at the MO Career Center. The position is listed under Job Order: MO6208773 and can be viewed on the Great Hires website: www.greathires.org.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Interview boards are tentatively scheduled for the week of May 22, 2006.

**Missouri State Highway Patrol
Job Opportunity Bulletin**

Posting Date: May 2, 2006

Application Deadline: May 16, 2006

Page 2

POSITION SUMMARY & QUALIFICATIONS (See attached Job Specifications)

SALARY RANGE (Semi-monthly)

Housekeeper I, II \$359.75 - \$441.75

Housekeeper III \$380.25 - \$479.00

The Missouri State Highway Patrol reserves the right to fill this position through transfer or reclassification of existing employees.

Ordinarily an employee will start in the first step of a class title, but if qualifications and experience substantially exceed those normally expected of beginning employees, the employee may be hired at a higher step, not to exceed that which is being paid to present employees with comparable qualifications and experience.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or the candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a Job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

**Missouri State Highway Patrol
Troop F Headquarters
P.O. Box 568
Jefferson City, MO 65102-0568
Phone 573-751-1000
Fax 573-751-6814
573/751-3313 (Voice and TDD)**